

**Arizona Department of Environmental Quality UST Program
Release Reporting & Corrective Action Guidance**

APPENDIX J CORRECTIVE ACTION PLAN (CAP) CONTENTS OUTLINE

Each Corrective Action Plan (CAP) document is unique and the specific details of a CAP are dependent on site-specific conditions and criteria. The following outline is provided as the framework for a typical CAP. The information and conclusions presented should be applicable to the site and the remediation alternatives discussed in the CAP. A more detailed discussion of the CAP contents is provided in Section 7.3 of this guidance document.

1. Document Submittal Form
2. Introduction
 - a. Opening statement
 - b. Description of goals and expected results to be achieved by remediation alternatives
3. Site Background and History
 - a. Summary of the nature and extent of contamination
 - b. Copy of department approved SCR (included in CAP appendix)
 - c. Current LUST site classification form (included in CAP attachment)
 - d. Revised CSM, if different than submitted with approved SCR
 - e. Description of any remedial corrective actions initiated prior to date of CAP submittal
4. Water Use Survey (when a Tier 2 or Tier 3 evaluation is proposed for groundwater or surface water)
 - a. Tabular summary of survey results (see Appendix N of this guidance document)
 - b. Copies of returned surveys or interview forms (included in CAP appendix)
 - c. Description of survey process and methodology
1. Corrective Action Standard
 - a. Tabular summary of each COC in each contaminated medium, the proposed corrective action standard (CAS), the point of compliance (POC), the tier level used for the CAS or POC, and which remediation alternative(s) achieves the CAS at the POC.
 - b. Tier evaluation(s) (included in CAP appendix)
6. Remediation Alternatives (each item presented for each of three alternatives)
 - a. Permits, contracts, covenants
 - b. Conceptual design and operation
 - i. objective of each technology or management tool employed
 - ii. description of tasks or activities to implement

**Arizona Department of Environmental Quality UST Program
Release Reporting & Corrective Action Guidance**

- iii. system components location on site plan (included in CAP attachments)
 - iv. short-term performance goals
 - v. intermediate performance goals
 - vi. effects of pre-existing or off-site contamination
 - vii. summary of site-specific data or reference documents used (include pilot studies or feasibility reports in CAP appendix
 - viii. if used, risk-based tier evaluation form(s)
 - ix. screening level or full tier evaluation document
 - x. copies of tier evaluations submitted prior to CAP submittal (included in CAP appendix)
 - c. Periodic monitoring, sampling and reporting
 - d. Schedule (see Appendix K of this guidance document)
 - e. Cost estimates (see Appendix L of this guidance document)
 - f. Additional information
7. Selection of Remediation Alternative
8. Attachments and Appendices
- a. appendices - copies of approved SCR, tier evaluation reports, pilot tests, feasibility studies, water use survey forms
 - b. attachments - figures, tables, maps, LUST site classification form